

Approved For Release 2005/08/02 : CIA-RDP84B00890R000600100024-
MEMORANDUM FOR:

Marie,

is taking a telephone poll to see if everyone agrees to the following sentence:

The Office of General Counsel will nominate an advisor who will serve at the call of the Chairman.

He said all the advisors were voted off the Committee, but that he wants to have a legal advisor on tap if one should be needed. This sentence would be added to the last page just above IV.

*all members
agreed. New
version to be
sent by Sept*

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Date 5 MAR 1981

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Charter of CIA Safety Committee

FROM:

EXTENSION

NO.

DATE

2 March 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. William Hart
ADDA
7D18 Headquarters

2. ~~Mr. William Hart~~

3. ~~Mr. William Hart~~
EO/DDA
7D18 Headquarters

4. ~~Mr. William Hart~~

5. ~~Mr. William Hart~~

6. ~~Mr. William Hart~~

7. ~~Mr. William Hart~~

8. ~~Mr. William Hart~~

9. ~~Mr. William Hart~~

10. ~~Mr. William Hart~~

11. ~~Mr. William Hart~~

12. ~~Mr. William Hart~~

13. ~~Mr. William Hart~~

14. ~~Mr. William Hart~~

15. ~~Mr. William Hart~~

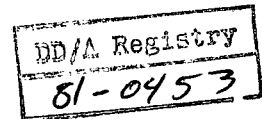
Attached is a draft of the proposed Charter as agreed to by the Charter working group.

Also, suggests you spell out to Committee, scope of responsibilities of Committee viz-a-viz- Committee is national in scope and will not address problems which can and should be solved thru Component Safety Officers and their Committee members.

Additionally, he suggests nomination of non-management members of sufficient RANK to insure open discussion with management members.

Copy hand carried to Bill Hart on 3 March 81.

DRAFT



CHARTER

CENTRAL INTELLIGENCE AGENCY

SAFETY AND HEALTH COMMITTEE

I. Establishment

Pursuant to Executive Order 12196 and 29 CFR 1960, a Central Intelligence Agency Safety and Health Committee at the national level is hereby established. The Safety and Health Committee is an integral part of the decision making and review process of the Agency's Safety and Health Program.

II. Purposes

The purposes of the Committee are to:

Advise and assist the DCI and the Designated Safety and Health Official in carrying out their responsibilities pursuant to Section 19 of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.

Monitor the performance of the Agency's Safety and Health Program and make policy recommendations on operation of the program.

Maintain a channel of communication between employees and management concerning matters of safety and health in Agency work places.

III. Membership

The Chairperson of the Committee is the Associate Deputy Director for Administration and the remaining membership include a management and an employee representative from the following components:

- DCI/Collection Tasking Staff
- DCI/Resource Management Staff
- DCI/DDCI Area
- Administration Directorate
- National Foreign Assessment Center
- Operations Directorate
- Science and Technology Directorate

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Each management representative should be at the Directorate Executive Officer level or equivalent and the employee representative should be a non-management employee. These members are appointed by heads of appropriate components.

The Chief, Safety Group and the Health Officer shall attend meetings and serve the Committee as technical advisers.

IV. Frequency of Meetings.

The Committee will meet at the call of the Chairperson. The date of meetings and the agenda pertaining thereto shall be announced and issued sufficiently in advance of meetings to assure all members are properly advised.

V. Minutes of Meetings

The Chairperson will appoint an Executive Secretary who will summarize the minutes of each meeting and distribute them to the Chairperson and each member.

VI. Appointment of Subcommittees

The Chairperson may appoint subcommittees to inquire into and advise on matters directly related to safety and health. The committee members may in turn draw upon Agency components as appropriate for assistance in studying problems and proposing solutions.